

RECORDS SERIES PROFILE  
RECORDS RETENTION SCHEDULE  
APPLICATION #900226-01

SCHEDULE #: 90-113

EFFECTIVE DATE: 10/1/90

Agency Code: 414-021  
Agency: Education  
Creating  
Office: Program Development and Student Support Division

Series

Title/Dates: "Student Support Services Standards Documentation  
Files," 1984 and continuing

Access: Open  
Class: Individual

Related To: Monitoring local school systems' compliance with  
Georgia Board of Education standards for student  
services including guidance, counseling, social  
services, and psychological and career development  
(Georgia Board of Education Policy GBB, JE; Standards  
G-9 and J-3; OCGA 20-2-182, 184, and 186)

Arrangement: Chronological by school year, thereunder alphabetical by  
school system

Retention

Requirement: Administrative: three (3) years;  
Audit: three (3) years;

Media: Paper and electronic

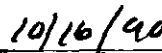
Disposition

Instructions: Cut off files at end of school year (8/14),  
Hold in current files area two (2) years,  
Transfer to State Records Center,  
Hold one (1) year, then  
Destroy.

This records retention plan gives the State Records Committee approved  
retention instructions for the named records series by the named  
creating office.



Edward Weldon  
Secretary of State Designee



Date